



Columbus Civil Service Commission
50 West Gay Street, Room 600
Columbus, Ohio 43215

Americans With Disabilities Act Step II – Request for Accommodation

Please return this form to Civil Service on or before _____

The first step in accommodating individuals with disabilities is to determine coverage by the Americans with Disabilities Act (ADA). The next step in accommodation process is to determine whether an appropriate accommodation is possible.

The Commission's accommodation is determined on a case-by-case basis and depends upon a number of factors, including the request the candidate makes, reasonableness of the request, the characteristics of the employment test, and the essential functions of the job.

1. Applicant Name: _____
2. Address: _____

3. Telephone Number: _____
4. Classification Title: _____
5. Test or Vacancy Announcement / exam description attached? YES ☐ NO ☐

Please review the test announcement or vacancy announcement and suggest accommodations that will allow you an opportunity to accurately display your ability to perform the job. If you have questions, please refer to the contact number listed on the announcement. You may wish to discuss an appropriate accommodation with your primary care giver.

The Civil Service Commission may provide the accommodation you request, an alternative accommodation, or no accommodation at all. There is no assurance at this time that an accommodation in employment can be made. If your test results or your approval of the applicable minimum qualifications place you in an appointable range, and you receive an offer of employment, the appointing authority filling the vacancy will be required to work with you to attempt to accommodate your disability so that essential job functions can be performed. The appointing authority will determine the acceptability of the accommodation. In the event that you cannot perform the essential job functions, even with accommodation, you cannot be hired.

FOR CIVIL SERVICE COMMISSION USE ONLY

Action Taken: _____

Copy to: Personnel Analyst

This form outlines the procedures used by the Civil Service Commission to comply with the Americans with Disabilities Act. In accommodating applicants with a disability, the CSC follows a two-step process of evaluating requests. If the individual with a disability is considered for appointment, there will need to be additional evaluation by the appointing authority.

1. Determination of disability according to the law.

The first step in accommodating an individual under the ADA is to determine whether the person is affected by a medical or psychological condition that substantially limits a major life activity. The Commission requires the applicant to obtain a statement from a physician or psychologist that there is a disability and to identify the major life activity affected by the disability.

Once an individual has established a disability, the Commission will maintain a record of the disability for one year, and there will be no need to reestablish the disability during that time.

2. Determination of testing accommodation.

Individuals who have established coverage under the Act may request accommodation for specific examinations. The candidate may suggest appropriate accommodation, or may enlist the assistance of his or her physician or psychologist. The Commission's response to the accommodation request is determined on a case-by-case basis and depends upon a number of factors, including the accommodation the candidate requests, the characteristics of the employment test, and the essential functions of the job.

3. Determination of employment accommodation.

Individuals who have been accommodated in the testing process or have met the minimum qualifications of a noncompetitive classification, and are to be considered (certified) for employment, will be required to meet with representatives of the appointing authority (hiring department) to determine whether the individual can perform essential job functions. The applicant and appointing authority will discuss accommodations at this time. The certification of an individual does not guarantee employment, but an individual cannot be hired from an eligible list without being certified. If an individual cannot perform the essential functions of the position, he or she cannot be hired.